

Program B157-S (12/04)
Specifications by: MDR
Reviewed by: BS

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Potomac Air Militia

as requisitioned from the U.S. Government Printing Office (GPO) by the

Air Force/DC Air National Guard

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award and ending December 31, 2004**, plus up to **two** 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time on **January 20, 2004**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 20-mile radius of zero milestone, Washington, DC.

BIDDERS PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Quantity, Government to Furnish, Electronic Prepress, Printing, Schedule and Schedule of Prices

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at
<http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Mae Dean Rowe (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u> | <u>Specified Standard</u> |
|--|--|
| P-7. Type Quality and Uniformity | Average Type Dimension in Publication/Camera Copy |
| P-8. Halftone Match (Single and Double Impression) | Camera Copy |
| P-10. Process Color Match | O.K. Proofs, Government Furnished Sample |

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than **30** days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **three** years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to **December 31, 2004** and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2003**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through December 31, 2004** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirement contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract; if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of a separate-cover publication requiring such operations as electronic prepress, printing text in black ink with 4-color process illustrations scattered throughout, printing four-color process, and/or one additional Pantone ink color, binding, packing, and distribution.

TITLE: Potomac Air Militia.

FREQUENCY OF ORDERS: Quarterly (every three months).

QUANTITY: Approximately 1,600 copies per order.

NUMBER OF PAGES: Approximately 8 to 12 pages per order.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: MacIntosh G5/ OS-X or Windows XP

Storage Media: Zip Disk or CDROM/DVD

Software: Software used will be the latest versions of Adobe InDesign, Adobe *PhotoShop*, Adobe Illustrator, and Microsoft Word. NOTE: All images will be provided with publication on the above media at print quality resolution.

Files will be furnished in both native application format and PostScript format.

Note: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All screen and printer fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Keylines will be furnished on disk. Color system used is RGB. Files provide for bleeds and all graphics are linked. Color separation to be created by contractor.

GPO Form 952 (Desktop Publishing - Disk Information).

Camera copies for Department's return address and permit imprint.

Approximately 1,600 pressure-sensitive, preaddressed labels, mounted six across and eight down on 8-1/2 x 11" wide continuous backing sheets. Labels are in ZIP code sequence (when possible)

One reproduction proof, Form 905 (R. 8/95), with labeling and marking specifications.

A supply of random blue labels and Selection Certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

Use of film negatives is not required. Contractor may use computer-to-plate (CTP), digital presses, laser-imaging systems or other new technologies.

PREPRESS:

The contractor must have the capability to scan and digitize photoprints and transparencies to be placed into the layout. All halftones are to be output at 133-line screen or finer. Halftones must be trapped within furnished keylines. The contractor must scan images as follows:

Line art--Must be scanned at a minimum of 800 DPI (at size desired in layout) and saved as a PhotoShop TIFF file in Bitmap mode.

The contractor must place the captured images into the page layout application as directed. Final output files must then be saved as digital deliverables.

Contractor can anticipate approximately one or two line illustrations per print order.

PROOFS:

One set of composite Dylux (or similar) proofs. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

One set of one-piece laminated color proofs of covers one (1) and four (4) when printing in four-color process. At contractor's option, digital color proofs (Kodak Approval, Screen TrueRite, or similar) with a minimum resolution of 1800 dpi may be furnished.

These proofs must have all elements in proper position. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text: White Litho (Gloss) Coated Book basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Cover: White Litho (Gloss) Coated Cover basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code L10.

PRINTING:

Text: Print text matter head-to-head in black with four-color illustrations scattered throughout.

Cover: Cover 1 through four will print in four-color process.

An occasional order may print in one additional Pantone ink color on text or cover.

Contractor shall print or otherwise legibly reproduce the Department's return address and permit imprint on cover 4, (the bottom half of the page).

MARGINS:

Text: Head 1 1/2", binds 1 1/2"; bleed pages scattered throughout.

Cover: Anticipate bleeds on all four sides.

BINDING: At the contractor's option, paste on fold and trim three sides or saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Copies Prepared for Mailing: Contractor will affix furnished, preaddressed labels to single copies, envelopes, cushioned shipping bags, bundles, and containers to be mailed.

PACKING: Pack in shipping containers. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of (44 pounds per inch width. Shipping containers not to exceed 45 pounds when fully packed.

Copies Prepared for Mailing: Contractor will sort labeled copies by zip code sequence, tag, bag, and pack in containers for bulk delivery.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

| Books | | <u>Forms</u> | |
|-----------------------------|----------------------|-----------------------------|-----------------------------|
| <u>Quantity Ordered</u> | Number of Sublots | <u>Quantity Ordered</u> | Number of <u>Sublots</u> |
| 500 - 3,200 | 50 | 12,000 - 35,000 | 125 |
| 3,201 - 10,000 | 80 | 35,001 and over | 200 |
| 10,001 - 35,000 | 125 | | |
| 35,001 and over | 200 | | |

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address under "SCHEDULE".

A copy of the *PRINT ORDER/SPECIFICATION* and a signed Government-furnished certificate of selection must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver f.o.b. destination to: Southern Maryland General Mail Facility, Bulk Mail Acceptance Unit, 9201 Edgeworth Drive, Capital Heights, Maryland.

Deliver balance f.o.b. destination to: 113 CF/SCBI, 3252 East Perimeter Road, Andrews Air Force Base, MD 20762-5011.

Complete addresses and quantities will be furnished with the print orders.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of preparing material produced under this contract for mailing.

Upon completion of each order, all furnished material and disk(s) must be returned to the address indicated above.

All expenses incidental to picking up and submitting proofs, returning furnished material, and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to: 113th Wing Headquarters Attn: Public Affairs Office, 3252 East Perimeter Way, Andrews AFB, MD 20762

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must submit all required proofs within 2 workdays after availability of Government furnished material. Furnished electronic media, visuals, and photo prints must be returned with proofs.

The Government will withhold proofs 1 workday from receipt until proofs are made available for pickup.

Contractor must make complete production and distribution within 5 workdays after receipt of an "OK to print".

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of delivery. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "**Schedule of Prices**".

| | (1) | (2) |
|------|---------|-----|
| I. | (a) 78 | 14 |
| | (b) 54 | |
| | (c) 129 | |
| II. | (a) 32 | 480 |
| | (b) 4 | 60 |
| | (c) 3 | 48 |
| III. | (a) 32 | |
| | (b) 3 | |
| | (c) 15 | |

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each page whether printed or blank.

I ILLUSTRATIONS: (No charge will be allowed for illustrations furnished on electronic files.) An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

(a) Scan and digitize photo prints/transparencies.

(1) To 25 sq. in. up to including 50 sq. in. Image....per illustrations.....\$_____

(2) Over 50 sq. in. to 100 sq. in. image.....per illustrations.....\$_____

(b) Dylux/digital black and white proofs.....per trim/page-size unit...\$_____

(c) One-piece laminated/digital color proofs.....per trim/page-size unit...\$_____

Prices offered for line items (b) and (c) shall apply when an equivalent digital proof is furnished.

(Initials)

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials (including base films) and operations necessary for the complete production of the product listed in accordance with these specifications.

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 100 Copies</u> (2) |
|---|--|--|
| (a) Text printing in 4-color process ... per page..... | \$_____ | \$_____ |
| (b) Complete cover printing in 4-color process complete covers | \$_____ | \$_____ |
| (c) Printing in additional color other than 4-color process per color/per page | \$_____ | \$_____ |

III. PACKING, LABELING, AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of affixing furnished preaddressed labels on single copies, kraft envelopes, cushioned shipping bags, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

| | |
|--|---------|
| (a) Affixing furnished labels on single copies per 100 copies..... | \$_____ |
| (b) Single or multiples copies in kraft envelopes.....per 100 envelopes..... | \$_____ |
| (c) Packing containers for bulk delivery (including the packing of those containers with envelopes and parcels prepared for mailing)per container..... | \$_____ |

ALTERNATE DIGITAL PROOFING METHODS: If digital-proofing methods are proposed, the bidder must list on the line of the same number as the specified proofing method, the make and model number of the proofing system.

Specified Proofing Method:

1. Dylux or similar proof
2. One-piece laminated or electrophotography proof

| Make | <u>Digital Proofing System</u> | Model |
|----------|--------------------------------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

(Initials)

My production facilities are located within the assumed area of production ____yes ____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant_____
2. Proposed carrier(s) for delivery of completed product._____
 - a. Number of hours from notification to carrier to pickup of completed product.... _____
 - b. Number of hours from pickup of completed product to delivery at destination.. _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "**BID**" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)